

## AmeriCorps\*VISTA Assignment Description (VAD)

<b>VISTA Project:</b> Financial Literacy Education			<b>VISTA Member Name:</b>		
Specialist					
<b>Site Name:</b> Bad River Housing Authority		<b>Assignment Area:</b>		<b>Date:</b>	

VISTA Member Activities and Steps Checklist		Planned Period of Work
<b>Goal:</b> <i>Increase Financial Education, improve/increase level of financial education and available financial resources amongst Tribal community members. Increase homeownership on the Bad River Indian Reservation and surrounding service area.</i>		
<b>Objective: BRHA Organizational Assessment of Capacity</b> Step 1: search for existing resources, strengths/weaknesses, gaps in services Step 2: analyze BRHA, Tribal, and County services Step 3: summarize and report results Step 4: prepare presentations for BRHA Board and others as requested		Year 1
Activity 1 Comments/Summary of Accomplishments:		<b>Activity 1 Completed (date):</b> _____
<b>Objective: Develop 3 year plan based on need and organizational assessment</b> Step 1: utilize assessment, compare to goals, develop plan based on needs and assessment Step 2: identify and develop resources		Year 1
Activity 2 Comments/Summary of Accomplishments:		<b>Activity 2 Completed (date):</b> _____
<b>Objective: Develop financial literacy curriculum, program and schedule</b> Step 1: Research best practices/tribal specific financial literacy curriculum Step 2: Develop Financial Literacy program and Training the Trainer materials Step 3: locate current and recruit potential community partners, document efforts Step 4: field test Financial Literacy program amongst Tribal members, create community engagement and ownership		Year 1
Activity 3 Comments/Summary of Accomplishments:		<b>Activity 3 Completed (date):</b> _____
<b>Objective: Develop Marketing and Evaluation Materials</b> Step 1: Develop outreach/marketing/recruitment materials Step 2: Develop measurement tools – Survey/evaluations		Year 1
Activity 4 Comments/Summary of Accomplishments:		<b>Activity 4 Completed (date):</b> _____
<b>Objective: Deliver financial literacy curriculum and program</b> Step 1: Train the Trainer, Mentor housing staff to take over program		Year 1
Activity 5 Comments/Summary of Accomplishments:		<b>Activity 5 Completed (date):</b> _____